

**Jefferson County Position  
Description**

<b>Name:</b>	<b>Department:</b> Fair Park
<b>Position Title:</b> Summer Laborer	<b>Pay Grade:</b> <b>FLSA:</b> Non-exempt
<b>Date:</b>	<b>Reports To:</b> Fair Park Supervisor

---

**Purpose of Position**

The purpose of this position is to perform basic custodial, grounds and maintenance tasks.

**Essential Duties and Responsibilities**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Prepares buildings and grounds for events: erecting stalls, moving display equipment, setting up cages, erecting dividers, placing fencing, moving bleachers, and setting up tables and chairs.
- Cleans and maintains buildings and grounds, including picking up litter and garbage, cleaning bathrooms, replenishing supplies, cleaning barns, plowing and shoveling snow.
- Operates tractors and skid loaders as may be needed.
- Adheres to and promotes safety as a priority in the workplace.
- Complies with County HIPAA Policies and Procedures, if applicable
- Demonstrates dependable attendance
- Performs other duties as assigned or may develop

**Additional duties may be required:**

- Assists with basic equipment maintenance and carpentry tasks
- Provides on-call assistance for emergency services & customer support

**Minimum Training and Experience Required to Perform Essential Job Functions**

Must have a valid Wisconsin motor vehicle operator's license or reliable transportation. Must be 18 years of age if operating equipment.

**Preferred Training and Experience Required to Perform Essential Job Functions**

Previous farming, building/grounds maintenance and event set-up experience.

**Other Requirements – Certificates/Licensures**

Valid driver's license.

**Knowledge, Skills, Abilities**

- Ability to reliably and predictably carry out one's duties.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organization.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- Ability to use hand tools, such as shovels, rakes, drills, hammers, saws, or axes.
- Knowledge of grounds and building maintenance using hand or power tools or equipment.

**Supervision**

None.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 50 pounds does generally occur, but may occur when lifting boxes, books or paper. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus, distance vision.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is exposed more than two thirds of the time to conditions such moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals and outside weather conditions. The employee may also be exposed to high, precarious places, and vibration. The employee may also be exposed to risk of electrical shock. The noise level in the work environment is usually loud. This position may be called out 24 hours a day or rotate being on call, including weekends and holidays. Uses personal protective equipment.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

\_\_\_\_\_

Date

\_\_\_\_\_

Supervisor

\_\_\_\_\_

Date

\_\_\_\_\_

Human Resources

\_\_\_\_\_

Date

\_\_\_\_\_

